

Webster County, Missouri Job Description

Assistant Emergency Management Director

Position Title: Assistant Emergency Management Director (AEMD)

Wage Status: Non-Exempt (Hourly)

Position Summary:

The Assistant Emergency Management Director (AEMD) performs the general clerical duties necessary for the operation of the Emergency Management Office, as well as assisting with storm damage assessment, preparation of historical data, e-grant preparation and management, preparing and processing disaster relief reimbursement requests, updating Emergency Operations Plans, and assisting with operation of the Emergency Operation Center. The AEMD also attends frequent training and other meetings, and performs the duties of the Emergency Management Director in the absence of the Director.

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- Able to work evenings, weekends, and nights as required
- Excellent computer skills to operates systems such as MS Word, Excel, PowerPoint and others as required
- Good writing skills
- Able to work with general public, citizens, co-workers and others by speaking in person or via phone
- Must be able to maintain a positive attitude while dealing with various personality types and situations
- Must have a clean criminal history
- Valid drivers' license
- Must know, understand, & follow all safety procedures of the County at all times
- Must have acceptable attendance record
- During absence of Director, is on-call 24/7 for County emergencies
- Writes and assists in grant writing for the County
- Able to perform all tasks listed above on a daily basis
- Within a reasonable timeframe, must attain 'National Incident Management System' (NIMS) and other training certifications mandated by the State Emergency Management Agency (SEMA) for the position of Emergency Management Director
- Attend other training meetings as required

Essential Responsibilities and Duties:

General Clerical Responsibilities

- Track and purchase inventory as needed
- Report on expenses or other information to the County as needed
- Effectively organize work area and use time management skills
- Provide excellent customer service for all Webster County citizens and visitors
- Clearly and effectively communicate with co-workers, general public, and various other emergency personnel verbally and in written format
- Answer telephone and radio calls
- Other duties as assigned by the Emergency Management Director, the Webster County Commission, and/or as required by the annual Emergency Management Performance Grant (EMPG)
- Follow all policies of Webster County
- Must dress and conduct self professionally at all times while on duty

Planning & Grant Administration Responsibilities

- Participate in annual update to Emergency Operation Plan
- Participate in Homeland Security and other agency exercises
- Maintain information in “WebEOC” website used by counties in the region
- Writes and/or assists in writing grant applications for Webster County
- Cooperate with other county departments and/or local agencies to compile and/or maintain documentation required by various grants
- Prepare and maintain historical data for future disaster preparation
- Assists Director to ensure effective warning systems are in place and functioning properly
- Assists Director to ensure Department buildings, equipment and vehicles are maintained on schedule
- Assists Director in working with local churches, schools and other organizations to develop and maintain disaster plans

Responsibilities During Disasters

- Assist Director in opening and staffing the Emergency Operations Center (EOC)
- Participate in the conduct of damage assessments
- Work with SEMA, the Federal Emergency Management Agency (FEMA) and other agencies as required for preparing for or managing disaster relief
- Assist in the management of volunteers and track volunteer hours

Responsibilities After Disasters

- Writes and assists in writing and processing of disaster relief reimbursement requests
- Work closely with the Webster County Road Department to maintain records (time sheets, equipment hours, rock scale tickets, etc.) of disaster repairs to county roads and bridges

Physical Demands:

- Lifting and carrying up to 30 pounds frequently and up to 10 pounds frequently and frequently moving small objects
- Able to frequently climb ladders and stairs, into small, tight places, and up and down from equipment and tall vehicles
- Frequently driving and sitting
- Able to work in extremely stressful situations while remaining calm and provide a calming environment for others
- Able to step over debris after disasters
- Able to frequently bend, stretch, lift, and crawl
- Able to push and pull up to 50 pounds
- Able to work in loud and busy environment as well as quiet environment
- Work outside during all weather conditions as well as inside
- Shovel snow and ice as required
- Walking or standing frequently
- Must have manual use of hands and vision to work on computers, phones, and radios as well as to make repairs as needed
- Able to work for long periods of time immediately following a disaster
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job. I have read and understand the Assistant Emergency Management Director job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date